IN THE SECOND JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA

CHAMBERS OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO.: 98-02

IN RE: JURY MANAGEMENT POLICY

WHEREAS, there is a need to institute uniform jury management policies in all counties in the Second Judicial Circuit, and

WHEREAS, all citizens summoned for jury duty should be treated in an equitable fashion, and,

WHEREAS, there is a desire to improve the efficiency of the jury management process in each county in the Second Judicial Circuit, and,

WHEREAS, subsection 40 24(3), Florida Statues, provides compensation for certain jurors, but does not provide a method of determining compensation eligibility, it is therefore,

ORDERED THAT:

I.   Postponements/Excusals

A   In Franklin, Gadsden, Jefferson, Liberty and Wakulla Counties discretionary requests to be excused form jury duty shall be reviewed by the judge responsible for qualifying the venire   Only the qualifying or presiding judge shall have the authority to excuse, disqualify or postpone a juror that requests to be excused or postponed for a discretionary reason   The jury clerks shall have the authority to excuse jurors that are ineligible for jury duty and those who request to be excused for reasons specified in subsections 40 013(4), (7), (8) and (9), Florida Statutes

B   In Leon County all requests for excusal or postponement, regardless of status of request (disqualification, exemption, and judicial discretion), shall be handled in the manner prescribed by the judge appointed by the chief judge to handle juror requests for excusal or postponement

C   For the purpose of this order, discretionary requests shall be defined as any request made by a summoned juror to be excused or postponed from jury duty, except for those requests that are addressed in subsections 40 013(4), (7), (8) and (9), Florida Statutes

D   Whenever possible, persons requesting discretionary excusals should have their jury duty postponed to a later date as opposed to being excused from service

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II. Summoning Policy

The number of prospective jurors summoned should be based on the anticipated summoning yield to accommodate the standard panel sizes specified below   The anticipated yield should be determined by taking county demographics, historical trends, and seasonal variations into consideration

III. Standard Panel Sizes

All courts should adhere to the following standard panel sizes   Exceptions to these panel sizes due to multiple defendants, publicity, or length of trial must be approved by the presiding judge   Major deviations from the standard panel size must be approved by the chief judge

capital cases (death penalty sought) - no more than 50

other 12-person juries and life felonies - no more than 30

circuit criminal - no more than 22

circuit civil - no more than 16

county court - no more than 14

IV. Juror Compensation

The Clerks of the Courts in the Second Judicial Circuit are to inform jurors of the compensation eligibility requirements as soon as feasible, but no later than during juror orientation   Furthermore, the clerks are to develop a method in which jurors may claim compensation and inform jurors of the method as soon as feasible, but no later than during juror orientation   Jurors are to inform the clerk, in the manner prescribed by the clerk, if compensation eligibility requirements are met and if compensation is sought   Jurors must request compensation prior to the end of jury service   All jurors not requesting compensation prior to the end of jury service will not receive juror per diem for the first three days of jury service   The clerks of the courts may take any action deemed necessary to verify requests made for compensation

V. Termination of Other Jury Management Administrative Orders

A   Administrative Order 95-09 In Re   Jury Management Policy dated June 16, 1995 is terminated

DONE AND ORDERED in Chambers this _17th_, day of February, 1998

N SANDERS SAULS, CHIEF JUDGE

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